

307 JOB QUALIFICATION REQUIREMENTS FOR SHIPS STORE SUPERVISOR / MANAGER

NAME: _____

RATE/RANK: _____

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for Ships Store Supervisor / Manager. Only specified supervisors may signify completion of requirements either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this JQR and given a target completion date of _____.

Signature _____
(Supervisor)

Date: _____

Trainee has completed all requirements for this Job Qualification Requirement. Recommend designation as a qualified Ships Store Supervisor/Manager. (JQR-307).

RECOMMENDED _____
(Supervisor)

Date: _____

RECOMMENDED _____
(Division Officer)

Date: _____

RECOMMENDED _____
(Department Head)

Date: _____

RECOMMENDED _____
(Commanding Officer or Designated Representative)

Date: _____

Service Record Entry _____

Date: _____

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Estimated completion time: 26 weeks

Total points this workstation: 100

307.1 PREREQUISITES

For optimum training effectiveness, the following JQR items should be completed prior to starting your assigned tasks but must be completed prior to final qualification.

307.1.1 Fundamentals From This JQR:

101 Safety Precautions

Completed _____ 5 points / 5% of Workstation
(Qualifier/Date)

102 Security

Completed _____ 5 points / 5% of Workstation
(Qualifier/Date)

103 Bulk Storeroom Custodian

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

104 Vending Machine Operator

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

105 Retail Activity Operator

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

106 Cash Collection Agent

Completed _____ 4 points / 4% of Workstation
(Qualifier/Date)

107 Shipboard Barber

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

108 ROM User / Records Keeper

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

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109 NAVSUP P-487

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

110 Computer

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

111 Laundry / Dry Cleaning Chemicals

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

112 Receiving and Issuing

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

113 Wash Extractor

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

114 Tumbler Dryer

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

115 Laundry / Dry Cleaning Presses

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

116 Dry Cleaning Machine

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

117 Spotting Board

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

118 Receipt Inspector

Completed _____ 5 points / 5% of Workstation
(Qualifier/Date)

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307.2 Systems From This JQR:

202 ROM Computer

Completed _____ 5 points / 5% of Workstation
(Qualifier/Date)

204 Washer Extractor

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

205 Tumbler Dryer

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

206 Utility Press

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

207 Pants Topper Press

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

208 Collar/Cuff/Yoke

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

209 Flatwork Ironer

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

210 Dry Clean Machine

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

211 Dry Clean Press

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

212 Steam Air Finisher

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

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213 Spotting Board

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

307.3 TASKS

For the tasks listed below:

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. Perform this task IAW NAVSUP P-487.

307.3.1 Supervisor/Manager

- a. Submit request for NEXCOM Fleet Assistance Team to conduct assist visit.

(Signature) (Date)

- b. Prepare and update Supply Department Instructions for Ships Store.

(Signature) (Date)

- c. Prepare and update Ships Store organizational chart.

(Signature) (Date)

- d. Inspect all Ships Store Spaces for proper Group III and IV security.

(Signature) (Date)

- e. Review the ROM Security Access Rights List to ensure ROM system security is intact.

(Signature) (Date)

- f. Establish and monitor hours of operation for all activities.

(Signature) (Date)

- g. Ensure merchandise is sold at the correct price in all retail activities.

(Signature) (Date)

- h. Ensure prices in all retail activities are displayed as required.

(Signature) (Date)

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- i. Monitor retail operations to ensure all sales are made on a cash basis only.

(Signature) (Date)

- j. Audit the Cash Register Record (NAVSUP Form 469).

(Signature) (Date)

- k. Ensure uncollectible/dishonored checks processed properly.

(Signature) (Date)

- l. Resolve customer complaints regarding refunds and dissatisfaction.

(Signature) (Date)

- m. Ensure change funds are issued and audited within current guidelines.

(Signature) (Date)

- n. Prepare maintenance plan for all retail and service activity equipment.

(Signature) (Date)

- o. Ensure COSAL is updated for all supported equipment.

(Signature) (Date)

- p. Inspect all spaces and equipment for safety and fire hazards.

(Signature) (Date)

- q. Ensure sanitation requirements are posted and followed in all Ship Store spaces.

(Signature) (Date)

- r. Ensure cash received from sales in all retail outlets is collected as required.

(Signature) (Date)

- s. Audit laundry and dry cleaning logs.

(Signature) (Date)

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- t. Ensure requirements of the Navy's Heat Stress Program are followed in the service activities.

(Signature) (Date)

- u. Initiate request to stock articles not listed in NEXCOM Pub 81.

(Signature) (Date)

- v. Establish guidelines for the control of emblematic inventory levels.

(Signature) (Date)

- w. Initiate procurement of supplies used to operate the Service Activities.

(Signature) (Date)

- x. Conduct monthly review of ICR and Stock Record Master.

(Signature) (Date)

- y. Initiate procurement actions for Ships Store Stock.

(Signature) (Date)

- z. Audit procurement documents for accuracy.

(Signature) (Date)

- aa. Initiate actions to dispose of excess stock.

(Signature) (Date)

- bb. Initiate procurement of major Ships Store equipment.

(Signature) (Date)

- cc. Initiate modernization plan.

(Signature) (Date)

- dd. Monitor receipt operations.

(Signature) (Date)

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ee. Resolve discrepancies in receipts from OSO or purchase.

(Signature) (Date)

ff. Audit receipt documents and compare them against the Journal of Receipts (NAVSUP Form 977) on weekly basis.

(Signature) (Date)

gg. Ensure the monthly transmittal of receipts documents in accurate and submitted on time.

(Signature) (Date)

hh. Ensure adjustments are made when the dealers' invoice does not match the corresponding receipt documents.

(Signature) (Date)

ii. Monitor the handling and reduction of items listed on the Unmatched Expenditure Listing.

(Signature) (Date)

jj. Prepare stowage plans for normal operations and deployment.

(Signature) (Date)

kk. Audit Intra-Store Transfer Data (NAVSUP Form 973) against the Financial Control Record (NAVSUP Form 235).

(Signature) (Date)

ll. Audit and validate all expenditure documents against the Journal of Expenditure (NAVSUP Form 978).

(Signature) (Date)

mm. Follow up on merchandise returned to the vendor for credit memorandum or cash refund.

(Signature) (Date)

nn. Anticipate expenses and determine amounts of profit to be transferred to the MWR Fund.

(Signature) (Date)

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oo. Establish guidelines for conducting inventory.

(Signature) (Date)

pp. Audit the Ships Store Inventory for accuracy.

(Signature) (Date)

qq. Assemble and audit Ships Store Financial returns.

(Signature) (Date)

rr. Assemble and audit Ships Store retained returns.

(Signature) (Date)

ss. Prepare Ships Store monthly management report.

(Signature) (Date)

tt. Monitor the processing of the Fast Pay listing.

(Signature) (Date)

uu. Verify all outstanding credit memos on the last page of the bulk inventory.

(Signature) (Date)

Completion of 307.2 area comprises 10 points / 10% of watchstation.

307.4 INFREQUENT TASKS

For the infrequent tasks listed below:

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. What control / coordination is required?
- d. Perform or simulate this task IAW NAVSUP P-487.

307.4.1 Prepare training program.

(Signature) (Date)

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307.4.2 Investigate excessive/disproportionate differences.

(Signature) (Date)

307.4.3 Prepare load out plan for deployment.

(Signature) (Date)

307.4.4 Establish guidelines for procurement and sale of foreign merchandise.

(Signature) (Date)

307.4.5 Evaluate the sales, profit and inventory position using the Inventory Control Record and the Operational Analysis.

(Signature) (Date)

307.4.6 Initiate actions for ROM system failure.

(Signature) (Date)

Completion of 307.3 area comprises 10 points / 10% of watchstation.

307.5 ABNORMAL CONDITIONS – None to be discussed.

307.6 EMERGENCIES – None to be discussed.

307.7 WATCHES – None

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